

## BASIC CORE SESSION

### Mental Health 101

Overview of Mental Health Service  
Mental Health Service Act (MHSA)  
Hope, Wellness and Recovery  
Glossary of Mental Health Terms  
Service Priorities

### Getting to Know the County and DMH

DMH Organizational Structure  
Board of Supervisors and CEO  
Role of the Mental Health Commission  
MHSA Stakeholder Process  
Network of Care  
Service Areas, SAAC and SPA  
Role of District Chief

### Agency Development

Board of Directors  
Executive Management  
Strategic Planning  
Fiscal Management  
Resource Development  
Developing Policies and Procedures

### Staffing and Workforce

Staffing Requirements, Scope of Practice, and Waivers  
Hiring and Human Resource Practice  
Consumers, Parents and Family Members in the Workplace  
Cultural Competence

### Performance Based Outcomes

Quality Assurance/Quality Improvement  
Ensuring the Fidelity of Your Services and Accountability  
Culturally Appropriate Practices  
Performance Based Outcomes

### Financial Viability

Financial Viability  
Federal, State, County and DMH Accounting Practices  
County and DMH Requirements  
Financial Audits

### Basic County Proposal Process

Request For Statement of Qualification (RFSQ)  
Request for Proposal (RFP)  
Statement of Qualifications (SOQ)  
Notification Process for RFP  
Proposer's Conference

### Contracting Process

Board Approval Process  
Types of Contracts  
Amendments  
Audit Financial Statement

### Clinical Record Keeping

Clinical Records  
Documentation  
Medi-Cal Certification  
Quality Assurance/Medi-Cal Clinical Audit

### Surviving an Audit and Contract Monitoring

Types of Audits  
Technical Assistance  
Preparing for An Audit  
Audit Disallowances  
Plan of Correction  
Performance Based Contracting

### Provider Reimbursement

Contractor Payment  
Claim Timeline

### Financial Reporting/Provider Relations

Cost Report  
Negotiated Rates  
Reimbursement Rates  
Maximum Contract Amount (MCA)  
Financial Screening  
Benefits of Clients  
Monitoring Contracts for Payment  
Billing

## ADVANCED SPECIFIC MENTAL HEALTH SESSION

### MHSA Proposal Process

Getting Started-Request for Statement of Qualifications (RFSQ)  
Statement of Qualifications (SOQ)  
The Notification Process for Request for Proposals  
The Proposers' Conference

### Contracting Process

Board Approval Process  
Types of Contracts  
Legal Entity Contracts  
Amendments  
The Negotiation Package-How To Complete It  
Funding Streams and Leveraging

### Performance Based Services

Evidence-Based Practices (ASOC/CSOC)  
Promising Practices (ASOC/CSOC)  
Accountability (ASOC/CSOC)

### Medi-Cal vs. Non-Medi-Cal Services

Types of Mental Health Services – Direct and Indirect Services  
EPSDT, Healthy Families, Funding Sources Documentation  
Medi-Cal Certification Process/Basic Building Requirements  
Assessment to Individualized Plans for Services to Progress Notes  
Rendering Providers and NPI  
Developing Agency Policies and Procedures

### Clinical Record Keeping

PHI, HIPAA and Confidentiality  
Quality Assurance vs. Quality Improvement

### Information Technology and Integrated System (IS)

Business Operations and County Requirements  
Electronic Health Records  
IS Reports  
Current and Future Environment  
IS Plans

### Financial Reporting

Cost Reporting & Cost Settlement  
Negotiated Rate Contract  
Cost Reimbursement Contracts

### Service Location

What is "Siting"?  
Zoning Issues  
Transportation Issues  
Stigma and Neighborhood Concerns  
Golden Rod Requirements

### Becoming an Incubator

Goals of Incubation  
Role of Incubators  
Sub-Contracting  
Mentoring  
Risks and Responsibilities